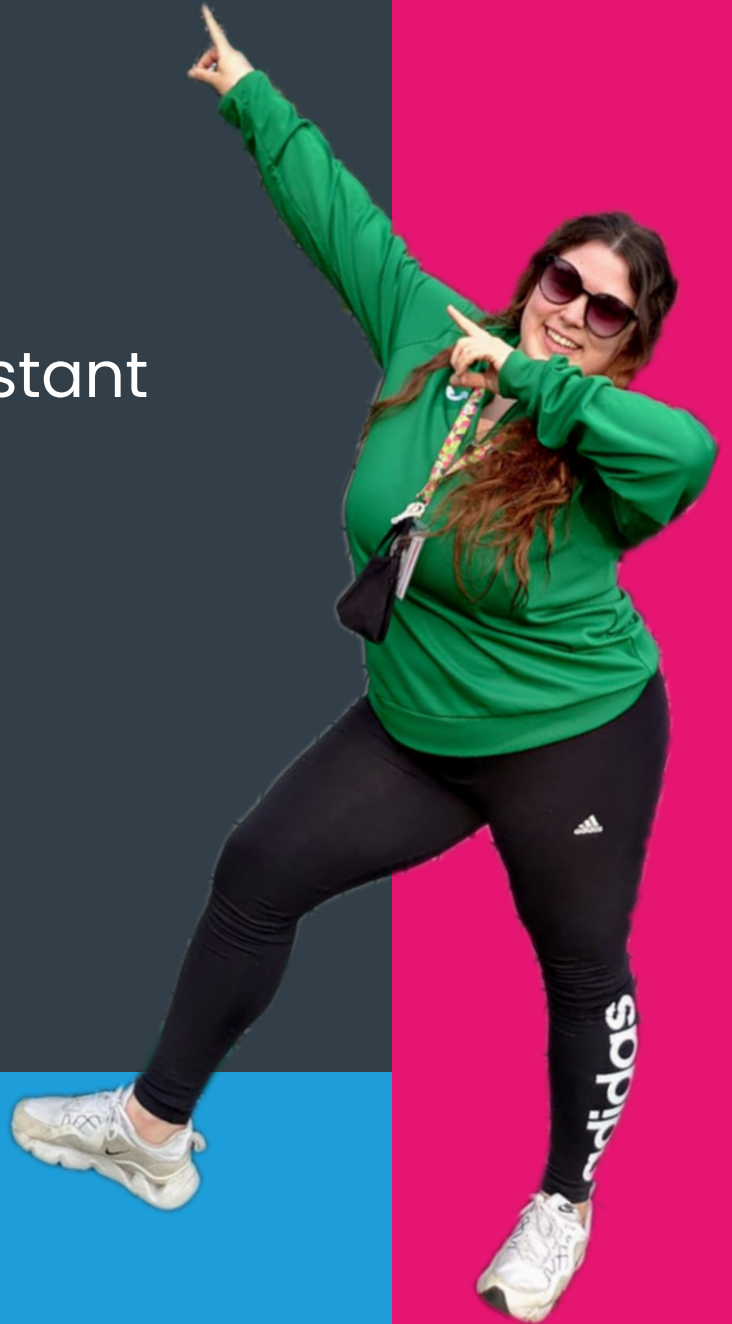


TRANSFORM YOUNG LIVES

♥ Job Role:
Partnerships Assistant

♥ Salary:
£23-26k pa

♥ Hours:
37.5per week





FREE GYM ACCESS



FREE FRUIT & TOAST



33 DAYS LEAVE PRO RATA
(INCLUSIVE OF BANK HOLS)



FLEXIBLE WORKING



BIRTHDAY LEAVE



FREE MEMBERSHIP & HOLIDAY
CLUB FOR YOUR CHILDREN*

Lively, fun, 'sick'... these are some of the words our members use to describe Inspire.

Working with young people age 8-19 (25 with additional needs), we transform lives, helping them be the best they can be.

Opening in 2018, we're nearly 5 years old, and in those 5 years, we haven't stopped learning, and we haven't stopped developing. From a global pandemic to the cost of living crisis, we are there for young people when they need us and adapt to their ever-changing needs.

Open 7 days a week when schools are shut, at our most basic, we provide **somewhere to go, something to do, and someone to talk to.** Our 'see it to believe it' facilities give young people access to a range of activities, opens doors to a world of opportunities, and provides the perfect space to develop new relationships with both peers and positive role models.

Through our doors you'll find; a 3G pitch, gym, sports hall, climbing wall, dance studio, music room and much more.

Inspire isn't just be a place to go, it's a place to grow. And that's as much about our staff as it is young people.

There's so many perks to joining our staff team!

Our Culture



Committed



Supported



Ambitious



Present



Inspirational

THE ROLE

Whilst sitting within the Partnerships (Fundraising) Team, you'll be a vital asset across the board, working alongside colleagues in communications, facilities and youth work.

It will be your responsibility to support the Partnerships team, contributing to the achievement of the income generation strategy and targets across a range of approaches including; major donors, corporate supporters, events and in particular grants and trusts. Your focus will also be on inspiring and supporting young people themselves to raise funds and support for their Youth Zone.

Your work will aid the continuous improvement of Inspire's offer providing the necessary funds to maintain essential and proven work as well as enable new initiatives in response to the needs and wishes of young people.

KEY RESPONSIBILITIES

- Preparing and submitting **grant applications** to charitable trusts
- **Stewardship** of grant funders, collation of reports and developing excellent relationships, leading to repeat funding
- **Researching** potential funding prospects. Are they a good fit? At what level could they support?
- **Point of contact** for 3rd party fundraising, e.g. companies raising funds for Inspire via sponsored events or similar
- **Organisation of events**, e.g. business breakfasts, potential supporter "Seeing is Believing" open evenings
- Assist with **tours** of Inspire
- Involving young people in fundraising
- Liaison with comms team to ensure that the Partnership team's work is underpinned by relevant comms
- **Administrative support** for the wider partnerships team
- Comply with all policies and procedures

THE ESSENTIALS

This role is an **ideal entry point** to a career in the fundraising sector which offers significant opportunities for career progression.

It is **not necessary to have specific fundraising experience** but you must be able to evidence and demonstrate attributes which will enable you to learn and succeed in the role.

First and foremost we are looking for someone with a “can do” and **results driven** approach.

Additionally, we are looking for:

- Excellent **written and verbal communication skills** – the key to success in this role
- The **ability to quickly build rapport** with potential supporters – you only have one chance to make a good first impression
- **Strong organisational skills** with excellent attention to detail at all times
- The **ability to clearly and concisely present** key messages



POSITIVE AND
ENTHUSIASTIC



PUNCTUAL AND
RELIABLE



BELIEF IN YOUNG
PEOPLE



ENHANCED DBS
CLEARANCE



BE A POSITIVE ROLE MODEL
TO YOUNG PEOPLE



2022 IN NUMBERS



DEALT WITH 384
CAUSE FOR
CONCERNS



OVER 45,000
VISITS FROM
YOUNG PEOPLE



DELIVERED
1,911 SESSIONS



PROVIDED 4278
FREE MEALS

THE DESIRABLES

- Some **experience in a fundraising environment** and an understanding of the intricacies of income generation may give you a head start
- Whilst we take our work seriously, we can't necessarily say the same about ourselves. Working with young people means no day is ever the same and being **able to let lose and get stuck in** with whatever is thrown at you is a regular requirement at a Youth Zone
- Having an **understanding of local young people and the issues they face** will of course be a desired benefit. A part of the role will be reading data to see how we can further meet their needs so any background knowledge in this area will be of great use

THE OTHER STUFF

- The **normal hours of work are 37.5pw**. Whilst predominantly fitting into the normal 9-5, there may also be the requirement to work flexibly across the week including evenings and weekends. This works both ways and we can be flexible to your needs too
- To apply, send your **CV and cover letter** to melanie.rothwell@inspireyouthzone.org
- Interviews will be ongoing and applications will close once an offer of employment is made